

## DOCUMENTS REQUIRED

In accordance with AFI 36-3026(I), identification cards for members of the Uniformed Services, their family members and other eligible personnel, joint regulation and/or local policy, the following documentation is required for issuance of military identification cards and/or DEERS enrollments. **All will need two forms of identification, with one being a photo ID.**

### SERVICE MEMBER:

<b>Active Duty CAC</b>	Status must already be entered in DEERS by parent office of your branch of service and a photo ID. Cannot be entered by local ID Card/DEERS Offices.
<b>Re-enlistment</b>	Re-enlistment contract and current military CAC Card. After that, it will be reissued within 30 days of expiration.
<b>Extension</b>	Extension contract and current military CAC Card. Can only be reissued when current enlistment ends and extension begins.
<b>Advancement to E4 and/or Promotion to E-5 or Above</b>	Promotion orders and current military CAC Card. Card cannot be issued until effective date. ORB/ERB can only be used if printed from your Brigade S-1 under PSDR or for Non-PSDR units from the Military Personnel Division (MPD).
<b>Name Change</b>	DD Form 4187 from Brigade S-1 under PSDR or Non-PSDR units need approval memo from the PSB Office.
<b>Lost/Damaged</b>	<p>ID Card Section will determine if card requires replacement. Fort Drum Form 506E, Statement of Lost/Damaged ID Card (a 2-page form) <b>MUST</b> be signed by <b>someone in the pay grade of an E-7 or above or an E6 with Assumption of Command Orders (no exceptions)</b> for Soldiers with the grade of E-6 or below. <i>E-7's and above sign for themselves.</i></p> <p>Civilians are required to have the form signed by a supervisor or CPAC official (GS-11 or above sign for themselves). <b><u>We do not accept forms signed "for"</u></b>. Fort Drum Form 506E is available on the MountainNet intranet web site.</p>
<b>Confiscated Card</b>	Confiscation notice from confiscation authority and two forms of identification, one being a photo.
<b>Reserve/ National Guard Card</b>	Contract and/or DD Form 214 copy 4 (Certificate of Release or Discharge from Active Duty) and <b>two</b> forms of identification (at least one being a photo ID).

### FROM ACTIVE DUTY:

<b>Transition Assistance Card</b>	DD Form 214 copy 4 (Certificate of Release or Discharge from Active Duty) and <b>two</b> forms of photo identification (at least one being a photo ID).
<b>Retirement Card</b>	DD Form 214 copy 4 (Certificate of Release or Discharge from Active Duty) or retirement orders and active duty card. Active duty card will be confiscated when retirement card is issued. Retirement cards will not be issued until permissive TDY has been completed.
<b>TDRL/PDRL</b>	TDRL/PDRL orders and military ID Card. Cannot be issued until the effective date on the orders, even if status becomes effective on a weekend or holiday. The system will not allow is to input the transaction before the effective date.
<b>Disabled Veteran</b>	A letter from the VA, stating entitlements for commissary and exchange privileges and copy 4 of DD Form 214, Certificate of Release or Discharge from Active Duty.

### FAMILY MEMBERS:

**DUE TO THE PRIVACY ACT, THE SPONSOR/SERVICE MEMBER MUST BE PRESENT TO AUTHORIZE ALL DEERS/ID CARD ACCESS AND/OR TRANSACTIONS. A REPRESENTATIVE MUST PRESENT A CURRENT GENERAL OR SPECIAL (ID CARD/DEERS) POWER OF ATTORNEY AND A CURRENT PHOTO ID (NOT A PASSPORT). POWER OF ATTORNEY IS NOT REQUIRED IF THE SPONSOR/SERVICE MEMBER IS DEPLOYED AND DEPLOYMENT CAN BE VERIFIED BY ORDERS AND FAMILY MEMBER ELIGIBILITY CAN BE VERIFIED IN DEERS. COPIES OF POWERS OF ATTORNEY WILL NOT BE ACCEPTED. FAMILY MEMBERS MUST BE ENROLLED IN DEERS BEFORE AN ID CARD CAN BE ISSUED. FAMILY MEMBERS ARE NOT REQUIRED TO BE PRESENT FOR ENROLLMENTS.**

### SPOUSE:

<b>Initial Enrollment/ Issuance</b>	Certified marriage certificate (shows where marriage was registered/recorded/returned and filed). If either sponsor or spouse was previously married, <b>ALL</b> final divorce decrees and/or death certificates are required. Social Security Card; <b>two</b> forms of identification (at least one being a photo ID).
<b>Prior DEERS Enrollment</b>	Will need to have the Social Security Number of any prior sponsor they received benefit entitlements from.
<b>Prior Service</b>	DD Form 214 copy 4 (Certificate of Release or Discharge from Active Duty). Issuance of ID card cannot take place until <b>AFTER</b> the date of separation on the DD 214.
<b>Card Issuance/ Expired</b>	An original DD Form 1172 – Application for Uniformed Services Identification Card/DEERS Enrollment issued by an ID Card issuance facility and signed by a Verifying Official and the sponsor. Form is valid for 90 days from date of verification; or a Power of Attorney; or the sponsor must be present.
<b>Damaged/Lost</b>	Fort Drum Form 506-E filled on both sides and signed by the sponsor.
<b>Confiscated Card</b>	Confiscation notice from confiscating authority.

### OTHER FAMILY MEMBERS:

<b>DEERS Enrollment: Child of - Current Marriage OR Single Female Soldier</b>	Certified birth certificate with at least one parent's name on it and social security card (a certified birth certificate is a document while qualifies under the laws of the state and were made to be introduced into evidence in court). If a social security card or verified social security number is not presented at the time of enrollment, the child's medical benefits will expire 90 days from the date of verification.
<b>Single Male Soldier</b>	A court order for child support or court issued paternity determination or order of affiliation or acknowledgement of paternity, etc. Documentation must show where the state has accepted you as being the father. <b><i>YOUR NAME ON THE BIRTH CERTIFICATE ALONE DOES NOT SATISFY THE DOCUMENTATION REQUIREMENTS.</i></b>
<b>Stepchild</b>	<b>Parents were married and neither are military affiliated</b> - Final divorce decree showing who has physical custody. <b>Parents were married and non-custodial parent is military</b> – Final divorce decree showing who has physical custody and who is responsible for providing medical coverage.
<b>Child over 21 yrs old</b>	Letter from an accredited college stating enrollment as a full-time student with the anticipated graduation date. Letter can be no more than 90 days old. Must be signed by the college registrar and be the original copy.
<b>Incapacitated Child over 21 yrs old</b>	Requires an approval from the service member's parent service. Dependency Packet Approval from DFAS.
<b>Adopted Child</b>	Final Adoption Decree.
<b>Ward</b>	Court documents signed by a JUDGE placing the child in your legal custody for 12 consecutive months. <b>COURT DOCUMENTS MUST REFLECT THE CHILD IS IN THE CUSTODY OF THE SERVICE MEMBER.</b>

### CIVILIAN EMPLOYEES:

ALL DoD CIVILIAN EMPLOYEES ARE REQUIRED TO WAIT A MINIMUM OF TWO WEEKS FROM THEIR START DATE TO OBTAIN AN INITIAL CAC CARD. TWO FORMS OF IDENTIFICATION ARE REQUIRED ONE BEING A PHOTO.

**FOR CIVILIAN MANUAL ID CARDS**, A FORM 55R WILL BE REQUIRED. THIS FORM HAS TO BE SIGNED BY THE SIGNATURE AUTHORITY FROM THE EMPLOYEES DIRECTORATE OR CONTRACT REPRESENTATIVE. (AN ORIGINAL DD FORM 577 NEEDS TO BE ON FILE AT THE ID CARD OFFICE FOR VERIFICATION).